

DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION

Classification: Forester – Advanced

Working Title: Urban Forestry Assessment Specialist

Location: Milwaukee, Madison, or Rhinelander

POSITION SUMMARY: The Urban Forest Data Analyst leads program management and data analysis for the statewide urban forest assessment program for the Division of Forestry. This position is the technical expert and thought leader for the Division in urban forest data collection and analysis, setting the pace for the Division through leadership, innovation, adaptation, best practices, and transfer of knowledge. The Urban Forest Data Analyst is a key internal and external consultant for staff, leadership, inter-divisional teams, external groups, and partners. Program areas include urban forestry assessments, forest growth and change modeling, climate change and forest carbon and forest monitoring. This position maintains cutting-edge knowledge and expertise by staying abreast of current research and maintaining an effective professional network. This position collaborates closely with the rural forestry assessment specialist. The customer base for this position is Division staff, colleagues throughout the Department, local government partners including municipalities and counties, and key partner groups and non-profits, including the USDA Forest Service, universities, and other state agencies.

LOCATION, GEOGRAPHIC SCOPE, & TRAVEL REQUIREMENTS: This position will be located in Milwaukee, Madison or Rhinelander with responsibilities statewide. Occasional travel within the state is required.

SCOPE OF AUTHORITY: This position works under the general supervision of the Urban Forestry Team Leader, within the Bureau of Applied Forestry. The position is part of the Urban Forestry Team and works with Urban Forestry Coordinators and Specialists, the Rural Forest Inventory Analyst, and partners throughout the Department. This position is responsible for administering contracts related to the Urban Forest Assessment program.

GOALS & ACTIVITIES:

40% A. Urban Forest Assessment

- A1. Lead the analysis and reporting of statewide urban forest assessment data.
- A2. Coordinate and advise on emerging or new urban forest inventory efforts with internal partners throughout the Department. Provide expert consultation for the design and formulation of special studies. Works closely with the rural forest assessment specialist to ensure consistency of efforts and data across programs.
- A3. Direct the quality assurance and quality control for preliminary urban forest assessment data, from the Department or partners, and assist in its preparation for public release.
- A4. Advise on the appropriate use of assessment data, limitations with the data, and data collection methods.
- A5. Perform literature reviews and consult with other experts on urban forest resource inventory and sampling methods. Continually evaluate new tools and techniques for inventory and assessment.
- A6. Administer contracts and special agreements for the urban forest assessment program, including requests for proposals and bidding.
- A7. Develop and administer Memoranda of Understanding and contracts with USDA-Forest Service and other partners to complete urban forest assessment in compliance with agency standards.
- A8. Develop proposals for additional human and fiscal resources as needed.

A9. Collaboratively develop and recommend measures of success for the urban forest assessment program.

A10. Collect and analyse data to measure success of the urban forest assessment program.

35% B. Technical Assistance

B1. Provide information, analyses, and reports on urban forest assessment data upon request from Department employees, municipal partners, non-profits, and the general public.

B2. Produce targeted data and analyses for urban forests relevant to climate change, forest carbon, environmental justice, health impacts and other emerging issues.

B3. Provide data and analyses to prioritize and target urban forestry programs and projects.

B4. Identify audiences needing training in urban forest assessment data use and interpretation.

B5. Provide support and training for staff and partners in data use and interpretation.

15% C. Policy Analysis

C1. Develop and evaluate proposed state/national legislation and policy.

C2. Assist with policy and grant initiatives to support data-driven decision making about sustainable urban forest ecosystem management.

C3. Provide information for Division leadership, including trends and issues analysis to support urban forest management and decision making, strategic planning, and policy development. Represent the Division of Forestry on department-wide and division teams regarding urban forest assessment work.

C4. Serve as the department liaison to the USDA-Forest Service's Urban Forest Inventory and Analysis (UFIA) program.

C5. Represent the Urban Forestry Team on external partner groups related to urban forest assessment, climate change, environmental equity, and other emerging issues.

10% D. Other Duties as Assigned

D1. Develop or assist with issue briefs, budget initiatives and letters from the Secretary.

D2. Provide expert testimony and respond to Legislative inquiries, as needed.

D3. Perform other position-related duties, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Upon Appointment:

1. Knowledge of a variety of data collection and inventory tools, methods, protocols, and technologies including relevant hardware and software used in the collection and assessment of data.
2. Knowledge and skill in statistical analysis of natural resources data.
3. Skills in Oral and written communication.
4. Skills in Collaboration.

Full Performance:

5. Knowledge of quality assurance or quality control measures.
6. Knowledge of the principles and practices of sustainable urban forest management and forest protection.
7. Knowledge of urban forest resource characteristics and the ecological, social, and economic services urban forests provide.
8. Knowledge of geographical information systems (GIS) and the related tools and supporting software.
9. Knowledge of census data.

10. In-depth knowledge of i-Tree tools and underlying models.
11. In-depth knowledge of urban inventory tools, methods, protocols, and technologies.
12. Knowledge of policies and programs applicable to Division programs, including statutes, rules, handbooks, policies, and budget administration process.
13. Knowledge of all Department programs.

PHYSICAL REQUIREMENTS AND ENVIRONMENT FACTORS: Physical requirements include talking in front of groups, sitting for long periods of time, lifting and carrying 5 to 30 lb. Environmental factors include working indoors in an office setting and independently traveling to offices around the state.

EQUIPMENT USED: Computers, projectors, forest inventory tools, virtual meeting hardware, fax machine, calculator, copy machine, and cell phone.

TELEWORK EVALUATION: Based on an assessment of the goals and work activities, this position may be eligible for up to 60% telework. This assessment does not convey approval to telework or the exact percentage of telework. Telework approval is based on individual circumstances and is subject to supervisor approval, department telework policies, and is subject to change without notice based on business needs.

PD Addendum of WI DNR Competencies

Service Excellence for Customers & Partners

- Make excellent customer/partner service a top priority and actively seek to improve it.
- Work to identify and understand the needs of others and strive to create the most value for them, focusing on their satisfaction.
- Responsive to changes in customer/partner goals, deliver on promises, follow-up appropriately thus service delivery is marked by fairness, integrity, high ethical standards and the utmost respect for others in order to generate trust as an outcome.
- Actively seeks to achieve results that best strike the balance with the Division's service role and regulatory authority with the customer/partner goals.

Effective & Fair Decision Making

- Analyze situations fully and accurately to reach productive, and where appropriate, uniform decisions. Consult appropriate parties/stakeholders as necessary and identify the key concerns and/or issues that need to be addressed in order to make the best decision possible.
- Discern the pertinent facts and develop clearly based objective criteria.
- Make timely, well-reasoned decisions by integrating information and perspectives appropriately.
- Evaluate the immediate and longer-term consequences of decisions.
- Use sound professional judgment in their analyses and decisions.

Effective Communication

- Express ideas in a clear, concise, and effective manner, both orally and in writing.
- Ability to present, facilitate and instruct as part of staff meetings and partner activities.
- Use correct grammar and sentence structure in communications.
- Strong listening skills, particularly when different viewpoints are expressed.
- Openly share information, transparent and keep all concerned parties informed.

Interpersonal Relationships & Partnership Building

- Build and effectively utilize relationships and influence networks to achieve goals.
- Share knowledge and build trust with colleagues, managers and external partners.
- Tactful when dealing with sensitive issues and personalities.
- Exercise social intelligence: have a high level of self-awareness, are aware of impact on others.
- Work through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.
- Recognize sensitive information and exercise discretion.
- Approach professional conflicts in a constructive manner. Refrain from personal attacks and excessive emotions.
- Demonstrate sound judgment under pressure and retain focus on desired business outcomes in difficult conditions.
- Proactive in addressing problems.
- Exemplify the commitment to the DNR's core value of respect- to work with people, to understand each other's views and to carry out the public will; maintain integrity and treat everyone with fairness, compassion, and dignity.

Demonstrates Leadership

- Establish vision, set direction and initiate strategy by analyzing forces and trends that impact the program. Anticipates future needs, challenges and identifies potential options and constraints; critically evaluates information to promote the most effective position.
- Identify the implications of decisions and actions on people, other parts of the organization, external partners and customers. Understand the abstract and think in terms of whole systems and complex interrelationships. Synthesize large, disparate bodies of information.
- Mobilize staff to face and tackle tough challenges. Facilitate staff through the change process by helping them to navigate loss and work through discomfort so that they can adapt to emerging conditions and see the potential within broader organizational strategies and priorities.
- Establish formal and informal relationships with others to provide feedback, information, support and resources to help them develop new or higher levels of skill and ability.
- Empower others to reach higher levels of performance through trust, delegation, participation and coaching.
- Provide direction, support and encouragement amongst their team colleagues and partners.
- Hold up high standards of excellence towards the accomplishment of desired outcomes and objectives.
- Inspire confidence and respect which is motivating for others, builds positivity; keep the team cohesive and partners confidently engaged.